

During the 2005-2006 school year, the Department implemented the MOSIS Pre-code system. This system allowed districts to submit student demographics (name, MOSIS id, student status, etc.) for the purpose of generating pre-coded student barcode labels for the 2006 MAP administration.

With the MAP testing window approaching, we want to communicate a few reminders/cautions related to data availability and the use of student barcode labels.

1. Verify that ALL 34 data elements were submitted by your district. The pre-code system allowed files to be submitted (and accepted) without all data elements completed. Do NOT assume all fields were submitted. Some student information system vendors only included the fields required for file acceptance in the MOSIS pre-code system. However, ALL data elements are required to be reported if your district has students that exhibit any characteristics/demographics not submitted as part of the pre-code file. If the pre-code file submitted by your district did not include ALL data elements, your district is responsible for completing these fields on the student information sheets (SIS).
2. The following fields were NOT collected as part of the MOSIS pre-code submission:
 - Accommodations
 - Absent
 - Invalid Accommodation
 - Teacher InvalidationIf appropriate, these fields must be filled in directly on the SIS.
3. CTB will provide one biographical label and two student barcode labels for each student (four barcode labels are provided if your district is administering one or both of the voluntary assessments). Refer to page 16 of the Test Coordinator's Manual for the correct placement of the student barcode label.
 - Check each student's biographical label and the student pre-code roster listing other barcode information for accuracy.
 - Affix the student barcode label to the designated area on the front cover of the student's test book ONLY IF the following information is correct:
 - a. Student Name
 - b. Birth Date
 - c. Gender
 - d. Race/Ethnicity
 - e. MOSIS State ID

- f. District Student ID
- If any of the preceding information (items a. – f.) is inaccurate, DO NOT use the student barcode label. Instead, fill in ALL sections of the SIS on the inside front cover of the test booklet.
- If all items noted above (items a. – f.) are correct, but any other student information provided with the label needs to be changed, then affix the label to the test book. Complete ONLY those items on the SIS that require changes. These changes will supersede what had previously been submitted.

EXCEPTIONS:

- If a student barcode label has already been affixed to a test book and the label is subsequently determined to be inaccurate (for items a. – f. above) you will need to:
 - Place TWO blank labels over the incorrect label, and
 - Bubble in all the information on the SIS
 - If it is determined that a label for one student has been affixed to a test book completed by a different student, then you will need to:
 - Place ONE blank label over the incorrect label, and
 - Affix the correct student barcode label over the blank label.
 - If there is no barcode label for a student, then you will need to:
 - Bubble in all the biographical information on the student document, and
 - Leave the barcode area blank (it is important that nothing be written in that area – no teacher name, no school name, etc.).
4. Removing a status code - If any of the STUDENT STATUS CODES are inaccurate and need to be removed, DO NOT USE the student barcode label. Instead, fill in ALL sections of the SIS on the inside front cover of the test book. For example, if a student was identified as an IEP student at the time the pre-code file was submitted and subsequently exited special education services, the only way to remove the IEP status code is to discard the label and complete the entire SIS.
5. Disability Diagnosis–The disability diagnosis codes used in the pre-code system are the same codes used for Core Data reporting. However, the disability codes on the SIS still contain those defined by the Missouri Assessment Program. The Department aligned these codes prior to providing the final pre-code file to the testing contractor. If your district provided this information via the pre-code file, the information has already been translated. If you did not provide disability diagnosis via the pre-code file, simply bubble in this information using the disability titles displayed on the SIS. The codes displayed on the SIS will reflect the Core Data codes for the 2007 assessment.

Complete and accurate reporting of the information in the pre-code system and on the SIS is essential to determine State (MSIP/APR) and federal (AYP) accountability decisions. If you have questions about the procedures outlined above, please contact the Data Analysis and Reporting section at 573-751-6849.

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